TMS Managed Self-Enrollment Guide – Residents and Trainees

Go to the TMS log-in website: www.tms.va.gov

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating the Create New User tool in the VA TMS. In this job aid you will learn how to:

A. Create New User Record

B. Complete Required Training

Task A.   Create New User Record

1 Step 1

From the Login page, in the **brown** navigation bar click the **Create New User** link.

2 Step 2

In the **VA TMS Self Enrollment** page, select Health Professions Trainee.

Step 3

3 Click **Next**.

4 Step 4

In **My Account Information** section, fill in all required fields as noted by the red asterisk, taking care to type accurately when entering your Social Security Number, e-mail address, and legal name; proceed to **Step 5**.

4a Step 4a

If you are a foreign national, click the **click here** link.

4b Step 4b

If there is a security pop-up click **Allow**.

4c Step 4c

In the email pop-up add any additional information to assist the Admin like your name and contact information and click **Send**.

Note: Fields marked with * are required

My Account Information

- The length of the password must be between 8 and 12 characters.
- The password must contain the following types of characters:
    1. English lowercase letters.
    2. English uppercase letters.
    3. Arabic numerals(0,1,2,...9).
    4. Non alphanumeric special characters (!@#$%^&*()-_+=[]{}<>?/"";:\|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name(login ID).
- The password cannot contain users first name and last name.
- The password cannot be the same as any of the previous 3 passwords.
- The password cannot contain 6 or more characters in a row from the previous password.
- Password cannot be same as the E-Signature PIN.

* Password :

* Re-enter Password :

* Security Question :

* Security Answer :

* Re-enter Security Answer :

* SSN :

(If you are foreign national and do not have an SSN please click here)

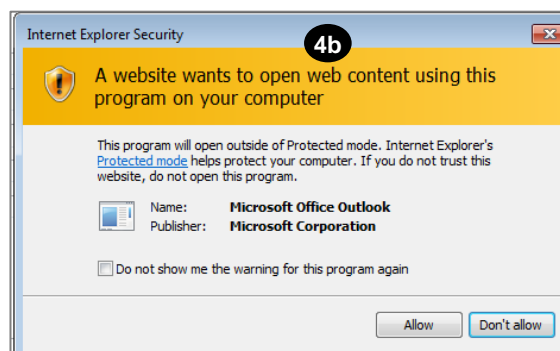* Re-enter SSN :

* DOB (MM/DD/YYYY) :

* Legal First Name :

* Legal Last Name :

Middle Name(Optional) :

* Email Address :

* Re-enter Email Address :

Phone Number (do not include hyphens i.e 1112223333) :

Internet Explorer Security

A website wants to open web content using this program on your computer

This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.

Name: Microsoft Office Outlook
Publisher: Microsoft Corporation

☐ Do not show me the warning for this program again

[Allow] [Don't allow]

From: chamblin@gpworldwide.com
To...: vatmshelp@va.gov
Cc...:
Subject: Self-enrollment request to create a new user

I am a foreign national and do not have an SSN.

Please assist me in creating a New User.

5 Step 5

In **My Job Information** section, fill in all required fields as noted by the red asterisk, entering the data provided by your VA point of contact where appropriate.

6 Step 6

Click the 'HIPAA Training Required' box.

Step 7

7 Click **Submit**.

8 Step 8

From the congratulations page, note your VA TMS USER ID for future use.

9 Step 9

Click **Continue**.

My Job Information

VA City :	
VA State :	
* VA Location Code :	
(Supplied by your VA Contract)	**5**
* VA Point of Contact First Name :	
* VA Point of Contact Last Name :	
* VA Point of Contact Email Address :	
Point of Contact Phone Number (do not include hyphens i.e. 1112223333) :	
HIPAA Training Required :	**6** ☐

Back   **7** Submit

VA TMS Self Enrollment

Congratulations! You have successfully created a profile in the VA TMS. Please copy down the User ID indicated below. You will need it if you ever need to log in to the VA TMS in the future.

Your VA TMS User ID is sample.john1105 **8**

To access your mandatory training content, click on the Continue button.

9 Continue

Task B.   Complete Required Training

1 Step 1

From the Home page, hover over item in your To Do List to display the pop-up menu.

2 Step 2

Click Go to Content.

3 Step 3

Complete training per instructions.

4 Step 4

On the Online Content Structure page, click the Completed Work link.

5 Step 5

From the Completed Work page, hover over the title of the completed training to display the pop-up menu.

6 Step 6

Click Print Certificate.